



New Employee Orientation Information

Onboarding Forms Checklist

The following forms must be completed as part of your onboarding process.

Payroll/Personnel Actions Processing Unit (PPAPU)

- ☐ **SF-1199** Direct Deposit Form with a voided check or financial institution signature
- ☐ **AD-349** Address Form
- ☐ **W-4** Federal Withholding Allowance Certificate
- ☐ **State Tax Form**; please use your appropriate State Tax Form (www.statew4.com)
- ☐ **FD-291** FBI Employment Agreement
- ☐ **SF-256** Self-Identification of Disability
- ☐ **SF-181** Ethnicity and Race Identification
- ☐ **SF-144** Statement of Prior Federal Service
- ☐ **Previous Agency Contact Information** (if applicable)
- ☐ **FD-173** Information Concerning Last Federal Employment
- ☐ **FD-942** Statement of Military Reserve Obligations/Category
- ☐ **Form I-9** Employment Eligibility Verification

Benefits Unit

- ☐ **SF-2809** Health Benefits Election Form
- ☐ **SF-2817** FEGLI Life Insurance Election
- ☐ **SF-2823** FEGLI Designation of Beneficiary
- ☐ **SF-3102** FERS Designation of Beneficiary
- ☐ **SF-1152** Unpaid Compensation Designation of Beneficiary
- ☐ **FD-253** SAIF/Charles S. Ross Fund Membership/Designation of Beneficiary (**Agents Only**)
- ☐ **FD-863** Employee Benevolent Fund Application and Beneficiary Designation complete at www.sambaplans.com

Retirement Unit

- ☐ **TSP-1** Enrollment Form – Please turn in with the Payroll Forms
- ☐ **TSP-3** Designation of Beneficiary – Mail directly to TSP

Additional Documentation (if applicable) to be submitted with Payroll forms:

Prior Military Service

- ☐ DD-214 (member 4 copy) documenting all active duty service

Prior Federal Service

- ☐ SF-50 Notification of Personnel Action
- ☐ Most recent leave and earnings statement (LES)
- ☐ Previous Agency Contact Information